

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Adm. Assistant/Secretary</u>	CLASSIFICATION CODE: <u>00442600</u>
	SALARY RANGE: <u>Gr. 4916 28,420 - 31,550</u>	REFERENCE POSITION NO.: <u>2070-10100-056</u>
	Department or Agency Name <u>R.I. State Police</u>	APPLICATION PERIOD: <u>6/13/04 - 6/19/04</u>
	<i>Division/Section/Unit</i> <u>Detective Division</u>	
	Assignment(s) / Comments _____	
	Shift and Days: <u>8am - 4:30 pm Monday-Friday</u>	Job Location: <u>North Scituate</u>
	Restrictions/Limitations: <u>Must pass a background investigation</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>x</u> No _____	
	Name of Bargaining Unit Union: <u>LIUNA Local 808</u>	
	There is* _____ is not <u>x</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** <i>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</i>	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
To serve as an assistant to the Computer Crimes Unit. To exercise initiative and sound judgement in generating correspondence, managing and maintaining confidential records, producing reports, conducting communications. To assist other specialty units within the Detective Division as needed. Must possess strong computer skills, a knowledge of many software programs and general office practices. To produce finished correspondence from written drafts, verbal instruction or taped dictation. Must possess the ability to perform data entry/word processing functions with reasonable speed and accuracy (60 wpm); the ability to learn new software programs and produce necessary reports; the ability to understand readily and carry out complex oral and written directions; and related capacities and abilities. To perform a variety of routine office functions (filing, record keeping, answering telephone, scheduling) and routine clerical tasks incidental to the work of the office.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing, word processing	
	Experience: Such as may have been gained through: employment in a responsible position including difficult and complex clerical duties and independent handling of confidential details. Proficiency software productivity tools such as Microsoft Office Suite (Microsoft Word, Access, Powerpoint and Excel) and strong Internet use and knowledge. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: Must pass thorough background investigation.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Elaine Richards, Director of Finance	Telephone #: <u>401-444-1112</u>
	Rhode Island State Police	Fax #: <u>401-444-1074</u>
	311 Danielson Pike	TTY/TDD #: <u>401-444-1122</u>
	North Scituate, RI 02857	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER